

~~CONFIDENTIAL~~

JUN 20 1957

MEMORANDUM FOR: Assistant Executive Officer,
Office of the Deputy Director (Plans)

SUBJECT : Extension of DD/P Document Locator System

REFERENCE : Memo dtd 17 May 57 to ADD/S fr Asst EO-DD/P,
same subject

1. It is regretted that we have not been able to give you a decision sooner on the proposal to extend the Document Locator System to appropriate DD/S elements. The Management Staff is winding up its study on this proposal and as soon as it is completed we will forward it to you. In the meantime, we are prepared to proceed with the extension of the Locator System to DD/S elements, and the Management Staff has been requested to develop necessary procedures to effect such extension.

2. In the course of their study of the Document Locator System the Management Staff developed the following five suggestions which we believe should be adopted to strengthen and improve the System:

a. Recognize that the Dennison Ticket System is now the accepted Document Locator System and abandon such procedures as were retained as a safeguard, even though duplicated; for example, manual posting in HI Receipts and Delivery Section of outgoing controlled documents which is done in addition to detaching Dennison Tickets.

b. Educate more people, particularly DD/P Support people, to the advantages and necessity of the Document Locator System.

c. Take immediate steps to build into the System an effective discipline which will assure necessary compliance with the rule that Dennison Tickets must be detached.

d. Extend the mail locator points to include desk units, even without courier service, so that Dennison Tickets will be pulled at points closer to the location of the documents.

e. Reorganize the messenger service to provide forward sorting, possibly by using some type of portable sorter en route to expedite delivery service and eliminate extra handling of the mail.

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3. I have asked the Management Staff to work closely with your representatives in developing the necessary procedures to extend the Dennison Ticket System to DD/S elements. If I can be of any further assistance in this matter, please let me know.

(signed) H. Gates Lloyd

H. GATES LLOYD
Assistant Deputy Director
(Support)

25X1A9a

MgtS [REDACTED]

Rewritten: ADD/S:HGL:mrp (20 June 57)

Distribution:

Orig & 1 cc - addressee

- ✓ 2 - Mgmt Staff
- 1 - DD/S chrono
- 1 - DD/S subject
- 1 - DD/S reading

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SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED		CONFIDENTIAL	
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	INITIALS	DATE
1	Chief, Management Staff 556 Matomic Building	<i>HB</i>	24
2	<i>C. P. W.</i>	<i>epw</i>	
3			
4			
5			
6			
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	X RETURN
CONCURRENCE		INFORMATION	SIGNATURE

Remarks:

JUN 24 1955

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.		DATE
<i>ADD/S Rm 123, East Bldg.</i>		<i>20 June 57</i>

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TRANSMITTAL SLIP		DATE
TO: [REDACTED]		
ROOM NO. 556	BUILDING 1717H	
REMARKS: <i>atomic</i> This is the authorization for the extension of DLS to DDS - CPW-		
FROM: <i>CPW</i>		
ROOM NO.	BUILDING	EXTENSION

FORM NO. 241
1 FEB 55REPLACES FORM 36-8
WHICH MAY BE USED.

(47)

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Use of the Document Locator System by the DD/S

FROM:

Chief, O&M Staff, DD/P Area

NO.

DATE

17 July 1957

TO: (Officer designation, room number, and building)

DATE

REC'D

FWD'D

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

Chief, Management Staff

2.

3.

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The content of the attached memoranda was cleared with - [redacted] and the format with [redacted], who will take care of distribution after it is signed.

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I have also advised [redacted] and [redacted] in DD/S office that it would be forthcoming.

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FORM 1 DEC 55

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Chief, Management Staff

NO.

MS - 1190

DATE

17 July 1957

TO: (Officer designation, room number, and building)

DATE

REC'D

FWD'D

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Acting Deputy Director
(Support)

2. Management Staff

Attn: [REDACTED]
Reg. Control Staff

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1. You will recall that we agreed to the extension of the Document Locator system to DD/S elements.

2. The contents of the attached memorandum providing for this extension were cleared with [REDACTED] before he went out of town.

3. If you concur - please return the memorandum and our Regulations Control Staff will take care of reproducing and distributing the proper number of copies. The effective date will be the day following release.

S
J. E. O'G.

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FORM
1 DEC 53

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